RPA Document Required Naming Conventions

Type of Document / Current or Proposed if applicable / RPA #

ABC refers to any additional comments that may be relevant to the document.

A01 Info 12345 Candidate's first initial & last name ABC

Ad 12345 ABC (Add a "2" for a second advertisement, etc.)

Applications 12345 ABC

Budget Approval 12345 ABC

Duty Statement Current SSA 12345 ABC

Duty Statement Proposed AGPA 12345 ABC

eSheet 12345 ABC

Justification 12345 ABC

Job Control Report 12345 ABC

Org Chart Current 12345 ABC

Org Chart Proposed 12345 ABC

Post and Bid Forms 12345 ABC

Transfer Eligibility 12345 Candidate's first initial & last name ABC

Client Agencies Only
904 **RPA 12345*** ABC
EPL Candidates first initial & last name ABC
EPR Candidates first initial & last name ABC
Oath Candidates first initial & last name ABC

*C&P will add RPA number